

Safeguarding and Prevent Policy

If you are concerned someone is at immediate risk of harm, please contact the emergency services on 999, inform Security on 2269 and our Lead Safeguarding Officer or Lead Prevent Officer as appropriate. Safeguarding and Prevent Leads can help by providing advice and guidance, their contact details are below.

Name	Dept/Role	Number	email
Lead Safeguarding Officer (LSO)	Head of Student Services	01604 892255	David.Fitzgerald@northampton.ac.uk
Deputy LSO	Student Welfare and Safeguarding Adviser	01604 893639	Concerns@northampton.ac.uk
Lead Prevent Officer (LPO)	Academic Registrar	01604 893440	Academic.registrar@northampton.ac.uk
Deputy LPO	Director of HR	01604 892773	Peter.Gregory@northampton.ac.uk
Safeguarding & Prevent Leads: Sian Davies Dalbir Khangura Eunice Lumsden	Faculty of Art, Science and Technology Faculty of Business & Law Faculty of Health, Education & Society		Sian.davies-vollum@northampton.ac.uk Dalbir.khangura@northampton.ac.uk Eunice.lumsden@northampton.ac.uk

1. Introduction

1.0 The University of Northampton is committed to ensuring our facilities, services and buildings offer a safe and secure environment to protect the health, safety and welfare of the University community, and to minimize activities potentially leading to harmful outcomes, for all staff, researchers, students, visitors and partners. We strive to do all that is reasonably possible, maintaining high standard of experience for everyone.

1.1 This Policy outlines how the University, both at policy and process levels,

discharges its legal obligations to **safeguard** children, young people and vulnerable adults (including those for the Prevent Duty) under the Safeguarding Vulnerable Groups Act 2006, the Protection of Freedoms Act 2012 and the Counter Terrorism and Security Act 2015 (section 2 - detailing the specific responsibilities to have due regard to the need to **prevent** people from being drawn into terrorism).

- 1.2 The definition of safeguarding adopted by the University is the 'Protection of children, young people and vulnerable adults from harm, abuse or radicalisation'.
 - A child is a person under the age of eighteen.
 - A young person is someone aged between sixteen and eighteen.
 - A vulnerable adult, as defined in Section 59 of the Safeguarding Vulnerable Groups Act 2006, is someone over the age of eighteen who is or may be unable to take care of themselves, or is or may be unable to protect themselves, against significant harm or exploitation, due to disability, age or illness.
- 1.3 As the University also has students under 18 years old, apprentices and Adults at Risk, we observe and meet the additional legislative compliance for safeguarding synonymous with these groups.
- 1.4 The [Counter-Terrorism and Security Act 2015](#) has imposed statutory obligations on this and other universities. The University is committed to protecting vulnerable or troubled individuals from being drawn into terrorism or related activities. The University recognises that young people can be at risk of being drawn into extremist ideologies which can lead to a risk of radicalisation. In the context of the University Safeguarding Policy, the risk of being drawn into extremist ideologies and radicalisation is a significant safeguarding concern which is of equal weight alongside other forms of abuse and mistreatment of children and Adults at Risk. Concerns in this area should be managed in line with this policy.
 - The definition of terrorism is adopted by this Policy of terrorism is "The use or threat of action designed to influence the government or an international governmental organisation, or to intimidate the public, or a section of the public; made for the purposes of advancing a political, religious, racial or ideological cause."
 - A student at risk of harm or radicalisation, for the purpose of this framework, is one who is at risk of harm or exploitation relating to their physical, mental, psychological wellbeing or potential for being drawn into criminality.
- 1.5 In addition, the University must still seek to fulfil its commitment to freedom of speech whilst maintaining a regard to possible risks. These guidelines seek to maintain this approach within the new regulatory framework as outlined in the University's the [Policy on Freedom of Expression](#).

2. Scope and Purpose

- 2.1 This Policy and its application applies to the entire University community.
- 2.2 The University recognises that safeguarding responsibilities arising in relation to children, young people and vulnerable adults may include:
- All current students including apprentices and those on placements overseas.
 - Prospective students engaged in UON activities.
 - Vulnerable adults registered as current students.
 - Children, young people and vulnerable adults engaged in UON activities as prospective students.
 - Children, young people (e.g. apprentices) and vulnerable adults engaged in UON activities.
 - Participants of Summer Schools, school visits, work experience.
 - Children / vulnerable family members of UON students and staff, regardless of whether they are engaged in UON activity.
 - Outreach and Widening Participation work.
 - Placements in professional and clinical settings.
 - Activities of student societies and groups.
 - Staff during their duties both onsite and offsite.
 - External organisations/individuals where the University is engaged in branded activities e.g. field trips or other activities such as volunteering.
 - Students / Staff of embedded Colleges of the University of Northampton.
- 2.3 Where students are registered with the University, but a partner institution undertakes the delivery of courses, the University is responsible for ensuring appropriate arrangements are in place for its registered students. It will identify the appropriate level of engagement and alignment of its arrangements across the different partnerships. We will proportionately undertake this alignment.
- 2.4 Where the University validates or accredits qualifications undertaken by students registered at another provider, the validated partner is responsible for its policies and procedures. Where the partner institution is subject to the Prevent duty, the University will aim to align its arrangements with those that apply in the partner's setting as far as possible.
- 2.5 Any subcontractor of the University is required to adhere to the University's Safeguarding and Prevent Policy.
- 2.6 The purpose of this Policy is to set out our responsibilities, processes and procedures as well outlining how we will ensure the following:
- a safe and secure environment for all staff, volunteers, students, apprentices and learners, with specific guidance for safeguarding and protecting children, young people and Adults at Risk who engage with our staff, students and volunteers in the course of our work and University led activities.

- that those staff working with children, young people and Adults at Risk are aware of the legal obligations to safeguard and protect and are clear on their responsibilities and our reporting processes; including a clear reporting and escalation structure.
- availability of training for all staff to develop knowledge and awareness of safeguarding issues that can impact on all staff and students. All staff and governors will undergo mandatory Safeguarding and Prevent training upon joining the University and will refresh this training every 36 months. All teaching staff involved with apprentices must complete Safeguarding and Prevent training and repeat their training annually. Records of training must be kept and made available for audit.

3. Responsibilities

- 3.1 This policy covers the responsibilities of all members of the University engaged in any activity in which children, young people and/or vulnerable adults are concerned. This includes current students, prospective students and those taking part in University-led activities. e.g. open days, work experience, outreach, sports events, holiday camps, summer schools.
- 3.2 All members of staff and students engaged in activities involving children and/or young people and/or vulnerable adults, either as a volunteer, researcher, worker or employee, are expected to familiarise themselves with all aspects of this policy and associated policies. Additionally, it is recognised that some members of the University will be required to familiarise themselves with and adhere to the safeguarding policies of partners with whom the University works. This includes students who are registered for programmes that require them to engage in regulated activity.
- 3.3 It is expected that external bodies utilising the University's premises or facilities for external events have their own safeguarding policies and procedures in place and will take full responsibility for the safeguarding of individuals involved in any related activities.
- 3.4 Additional responsibilities for staff and partners engaged in Research can found in our [Research Ethics Code and Procedures](#).
- 3.5 Additional responsibilities for staff and employers involved with Apprenticeship provision can found in our Apprenticeship Safeguarding Policy.
- 3.6 Initial Teacher Training programmes are also subject to the Government's statutory guidance Keeping children safe in education (2022). The specific Department for Education criteria the University must follow to ensure suitability of our students to train to teach can be found here.
- 3.7 The University's Health based programmes are subject to safeguarding regulation by the following Professional Statutory and Regulatory Bodies (PSBRs):

Nursing and Midwifery Council; Health Professionals Council; Social Work England; British Psychological Society; UK Council for Psychotherapy. The Counselling and Mental Health Team working in Professional Services also have to meet professional body requirements.

- 3.8 The Head of Student Services is the University's designated Lead Safeguarding Officer (LSO). The LSO has the ultimate responsibility for all aspects of safeguarding at the University. This includes liaison with external agencies and ensuring highest level of confidentiality while ensuring that information is shared as necessary to safeguard individuals and the University's compliance with legislation; monitoring and reviewing policy and procedures in respect of safeguarding; reporting as necessary to Senate and/or the Board of Governors and having overall oversight of risk assessment activities as required.
- 3.9 In the absence of the designated LSO (Head of Student Services) the Deputy LSO will act as the LSO as defined under paragraph 3.8.
- 3.10 The Academic Registrar is the designated Lead Prevent Officer (PDO) and has ultimate responsibility for all aspects of the Prevent Duty at the University. This includes being the central point of contact for the University; attending all external meetings on the University's behalf; receiving and disseminating external updates (e.g. from the Police) on Prevent issues and current threats to appropriate staff; responsible for developing action plans, arranging staff training and ultimate responsibility for reporting issues and threats internally and externally. The Academic Registrar will act as the first point of contact.
- 3.11 In the absence of the designated LPO (Academic Registrar) the Deputy LPO (Director of HR) will act as the first point of contact.
- 3.12 Both the LSO and LPO are supported by a network of approximately 10 Safeguarding and Prevent Leads (SPL's), names and contact details are listed at the top of this document. These are appropriately trained members of staff providing first-line contact for individuals wishing to report any incidents of harm or potential harm. As a group they meet regularly to share information and best practice. All SPLs will have undergone appropriate training to fulfil their roles effectively.

SPL responsibilities are described in Appendix A.
- 3.13 The University's policy framework is supported by a series of operating procedures relating to the above activities. Policies associated with this framework are listed at Appendix B.
- 3.14 There are also legal and policy requirements relating to our engagement with others that are not outlined in this policy but must be observed. This Framework has been developed in the context of relevant external legislation listed below in Appendix C.

4. Forms of harm or abuse

If children, young people or vulnerable adults are involved reportable safeguarding / radicalisation concerns include the following:

- 4.1 Radicalisation – being encouraged to develop extreme views or beliefs in support of terrorist groups and activities.
- 4.2 Financial misconduct; stealing, taking loans and not returning them, gaining money through fraud, stealing advantages, and applying pressure over wills, money, property, and things.
- 4.3 Domestic violence includes financial, emotional, sexual, psychological, and physical abuse committed by any member of the victim's family. It also includes violence that is allegedly motivated by "honour".
- 4.4 Emotional or psychological: witnessing domestic violence, receiving threats, intimidation, undermining, insults, harassment, or bullying.
- 4.5 Sexual acts include those committed towards children or those that an adult either didn't consent to or couldn't comprehend. This includes non-contact sexual abuse like exposure to pornography, encouraging others to watch or hear sexual acts, failing to take the necessary precautions to stop others from being exposed to sexual activities, grooming, exploitation, persuading others to engage in sexual activity online, and "flashing."
- 4.6 Physical: causing non-accidental damage or harm, overmedicating, restraints that aren't essential, reckless handling, and female genital mutilation (FGM)
- 4.7 Neglect includes neglecting or failing to recognise a person's physical, emotional, or medical needs, denying them access to treatment, failing to provide proper supervision, and denying them necessities like food, water, heat, and medication.
- 4.8 Self-neglect is the act of not caring for one's own personal hygiene, health, or environment, including engaging in behaviours like hoarding that put oneself or others in danger.
- 4.9 Discriminatory behaviour includes any harassment or unfair treatment based on a person's age, gender identity or expression, ethnicity, pregnancy or parental status, race, religion, or sexual orientation (protected characteristics under the Equality Act 2010)
- 4.10 Institutional or organisational failures to provide persons at risk with adequate care and treatment, as well as subpar professional conduct.
- 4.11 Modern slavery includes domestic servitude, forced labour, human trafficking,

and slavery.

If you have concerns about a student who is not a child, young person or vulnerable adult then you should report this by emailing concerns@northampton.ac.uk or completing a [Student Health and Wellbeing- Emerging Concern Form](#), so that support and advice can be offered.

5. Reporting a Safeguarding or Radicalisation Concern

- 5.1 If you are concerned someone is at immediate risk of harm please contact the emergency services on 999, and Security on 2269. Please also inform the Lead Safeguarding Officer or the Lead Prevent Officer (contact details listed at the top of this document) as appropriate.
- 5.2 If you have seen or heard things about which you are either uncomfortable or unsure and is causing you concern about someone at risk of possible radicalization, abuse, harm or mistreatment, report this to one of University's Safeguarding and Prevent Leads (SPL's). Contact details listed at the top of this document.
- 5.3 If a student or staff member tells you about possible radicalization, abuse, harm or mistreatment please report this immediately to one of the SPLs listed at the top of this document.
- 5.4 It would be helpful if you are able to listen carefully to the person relaying their concerns to you; stay calm; clarify points with them to ensure you have understood; make notes, if possible, of the main points; reassure them they have done the right thing; tell the person you must pass on this information and to whom.

6. Help and Advice for Students

Being involved in any way in a Safeguarding or Prevent issue can be a worrying time for students. As well as contacting the SPLs above for support the Students' Union su.advice@northampton.ac.uk are available to help.

7. Procedure for SPL

- 7.1 The University observes a clear and robust procedure to ensure appropriate help and guidance is readily available to all members of the University community either wishing to report a safeguarding or radicalization concern.
- 7.2 Individuals can raise their concerns directly with a Safeguarding and Prevent Lead (SPL) or they can let their Subject Leader or Team Leader know. The Subject/Team Leader will either contact the SPL on the reporting individual's

behalf or set up a meeting for the individual to speak to the SPL directly.

- 7.3 The SPL, in consultation with another SPL, will conduct a risk assessment and then make the decision on how to proceed, and record the concern raised.
- 7.4 The case may be resolved and therefore closed after the initial risk assessment and where all parties involved have been offered referrals, support and guidance.
- 7.5 The case may be referred to the Lead Safeguarding Officer (LSO) to establish if further investigation is required, or the Lead Prevent Officer (LPO) in the case of radicalization concerns.
- 7.6 The LSO and/or LPO will decide if further investigations are required and act accordingly. Paramount to this decision-making process will be the risk of immediate threat to the safety of the University community.
- 7.7 The LSO and/or LPO may decide no further action is required and are satisfied with the SPL's actions.
- 7.8 The LSO and/or LPO may decide no further immediate action is required and are satisfied with the SPL's actions but keep the matter under observation to ensure support is on-going if needed.
- 7.9 The LSO and/or LPO may decide additional further action is required and arrange this either via internal and/or external referrals to support the student(s).
- 7.10 The LSO and/or LPO may refer the matter to the Prevent Regional Co-Ordinator, the Police and/or emergency services.
- 7.11 Throughout the process all parties will be provided with support.

8. Governance Structure and Governance Responsibilities

- 8.1 The University's governance and oversight responsibilities regarding safeguarding and the Prevent duty are discharged through a number of committees and individuals.
- 8.2 Student Experience Forum (SEF) under the designated accountability to Senate, has responsibility for:
 - Provision of guidance and support relating to safeguarding (relating to individuals and to specific populations).
 - Development, review, update and dissemination of over-arching policy and procedures.

- Consideration and adoption of specific policies from individual academic areas and departments.
- Delegation of responsibilities to individual academic areas and departments as appropriate.
- Responding to changes in legislation, regulation, and guidance from appropriate external agencies.

8.3 The Safeguarding and Prevent Committee is a meeting chaired by the Academic Registrar/PDO reporting into ULT and meets termly. It provides assurance to the Senate, ULT and the Governing Body in respect of compliance with safeguarding and Prevent Duty obligations. It is charged with producing any reports as required internally or externally. This Committee has oversight of all safeguarding and Prevent matters arising in any academic year or on-going, including any policy changes and staff training requirements. It will make recommendations for change as appropriate.

8.4 The role of Faculties and Professional Services departments in ensuring good governance is crucial. Faculties and Departments have responsibility for:

- valuing the needs, views and best interests of those considered to be at risk.
- adopting relevant protection guidelines through procedures for staff, students and volunteers.
- recruiting staff and volunteers safely, ensuring all appropriate checks are made.
- sharing information about safeguarding good practice with staff, students and volunteers and with any external agencies, sub-contractor or individuals as appropriate.
- sharing information about concerns with agencies who need to know, and involving internal and external individuals appropriately.
- providing effective management for staff and volunteers through supervision, support and training.
- Identifying SPLs within their own areas as necessary.

9. Regulated programmes of study

9.1 In accordance with current policy and legislation, the University will ensure appropriate disclosure and barring checks are in place for regulated programmes of study. These processes are set out in the following:

- [Admissions Policy](#) (section 4.8).
- [Admission of Students with Criminal Convictions Policy](#).
- University webpages:
 - <https://www.northampton.ac.uk/student-life/new-students/before-you-arrive/disclosure-and-barring-service-dbs/>

- <https://www.northampton.ac.uk/undergraduate/how-to-apply/>
- <https://www.northampton.ac.uk/postgraduate/how-to-apply/>
- <https://www.northampton.ac.uk/about-us/privacy-policy/>

10. Students under 18 years of age

- 10.1 In accordance with the University's [Admissions Policy](#), the University will admit students who are able to demonstrate the potential to benefit from, and have a reasonable chance of successful, its programmes of study. This may include students who are under the age of 18.
- 10.2 The University's [Students under the age of Eighteen Policy](#) and associated procedures set out how the University approaches matters associated with the recruitment of students under the age of eighteen.
- 10.3 The University does not generally allow students under the age of 18 to live in halls of residence as students.
- 10.4 As per the University's [Accommodation Terms and Conditions](#) and the [Overnight Guest Policy](#), the University does not permit guests under the age of 18 to stay overnight in halls of residence when visiting a resident. Nonetheless, individuals under the age of 18 may be permitted to stay on campus as part of other activities (e.g. those run by the Schools Engagement Team and Schools and Colleges Liaison Team). Where this is the case, the policies and procedures of those teams will apply.

11. Children and Young People on Campus

- 11.1 The Schools Engagement and Schools and Colleges Liaison Teams follow the following processes to ensure security of children and young people coming onto campus to participate in University activities, and to ensure security of children and young people interacting with University staff offsite.
- 11.2 Staff are DBS checked in line with current legislation.
- 11.3 DBS paperwork is presented on arrival at all schools/colleges.
- It is made clear to schools/colleges that the team should always be accompanied by an appropriate school/college staff member during any of the outreach activities we offer and at no point are left unaccompanied.
 - It is stated that the University is not responsible for the behaviour of students during University outreach activities.
 - Where the University holds data or personal information for those under eighteen (including those under sixteen), this is managed through information sharing agreements with relevant organisations. In such

circumstances, data held will normally include 1st name, 2nd name, DOB, post code, school, ethnicity and looked after status.

- For schools or colleges visiting the university campus, the expected Staff to student ratio is 1:10, unless the school/college is able to provide a satisfactory school/college policy that states adequate alternative arrangements are in place, and implementation of this remains the school/college responsibility at all times.
- Student ambassadors are fully trained prior to working on any outreach activity and are always accompanied by staff. It is made clear to the school/college that as student ambassadors and not staff members they are not DBS checked.
- All travel arrangements to on or off campus events are made by the school/college to ensure that the travel company meets their requirements.
- In any instance where an individual expresses/shares information to a member of the team that indicates they are feeling unwell, unsafe or vulnerable this is immediately reported to the accompanying member of staff at/for the school/college. A follow up communication is then sent within a 48 hour period to enquire whether the matter has been addressed/is being addressed.

11.4 [The Safety of Children on Campus Policy](#) provides information on how the University manages risk associated with children and young people being present on campus.

11.5 Conference organisers are responsible for implementing a system of accredited identification for all persons attending a conference where there are groups of under 18s attending. Appropriate adult to under 18s ratios must be maintained to ensure adequate supervision. Third parties renting space to run conferences or other activities e.g. summer schools, will be advised by Estates and Campus Services.

12. Vulnerable Adults

12.1 A vulnerable adult is defined as a person aged 18 years or over; Who may be in need of community care services by reason of mental or other disability, age or illness; and who is or may be unable to take care of themselves, or to protect themselves against significant harm or exploitation.

12.2 It is possible that a current student could be/become a vulnerable adult. In such cases, the [Health, Wellbeing and Fitness to Study Policy](#) may need to be utilized. Where this is being considered, the requirements of that policy will be followed.

12.3 Concerns around procedures and practice relating to vulnerable adult visitors will be referred to the relevant Dean or Director, depending on the reason for the vulnerable adult being onsite.

13. Students on Placements

13.1 Students on placement must adhere to the placement's safeguarding policies and procedures. A significant number of our programmes involve student placements e.g. apprenticeships, researchers, teacher training, health, social work, nursing, psychology and psychotherapy. The University's additional guidance and policies together with Government and PSRB regulations can be found linked below:

- Staff and partners engaged in Research can found in our Research Safeguarding Policy (insert link when ready)
- Staff and employers involved with Apprenticeship provision can found in our [Apprenticeship safeguarding-guide](#).
- Teacher training programmes are also subject to the Government's statutory guidance [Keeping children safe in education 2023](#). The specific Department for Education criteria the University much follow to ensure suitability of our students to train to teach can be found [here](#).
- Health based programmes are subject to safeguarding regulation by the following Professional Statutory and Regulatory Bodies (PSRBs): [Nursing and Midwifery Council](#); [Health Professionals Council](#); [Social Work England](#); [British Psychological Society](#); [UK Council for Psychotherapy](#).

13.2 Further guidance on managing safeguarding matters on placements is available from the Placements and Work-Based Learning team placements@northampton.ac.uk and 01604 893781. The Placement and Work-Based Learning Team oversees risk assessments for programmes of study involving placement activity.

14. Research

14.1 Research projects involving children are subject to the [University's Research Ethics Code and Procedures](#)

15. Embedded Colleges of the University of Northampton

15.1 **Embedded Colleges of** The University of Northampton (e.g. University of Northampton International College (UNIC)) are required to have an appropriate Safeguarding and Prevent Policy which meet the University's requirements. This will be confirmed when an embedded college is approved,

and monitored as part of ongoing quality assurance processes.

16. Safeguarding from Radicalisation - PREVENT Duty

- 16.1 The University is committed to protect our students and staff from being drawn into terrorist activities of any harmful ideology. This is in line with our obligations to have 'due regard to the need to prevent people from being drawn into terrorism' as set out in Section 26(1) of the Counter-Terrorism and Security Act 2015. This Act has imposed statutory obligations on this and other universities. In addition, the University must still seek to fulfil its commitment to freedom of speech (insert hyperlink to policy). The Prevent Statutory Duty Guidance for 5 Higher Education in England and Wales can be downloaded from the HM Government website.
- 16.2 For the purposes of this Policy, terrorism is interpreted as the definition provided by The Terrorism Act 2000 as "The use or threat of action designed to influence the government or an international governmental organisation, or to intimidate the public, or a section of the public; made for the purposes of advancing a political, religious, racial or ideological cause."
- 16.3 The Prevent duty has three main objectives:
- Respond to the ideological challenge of terrorism and the threat faced from those who promote it.
 - Prevent people from being drawn into terrorism and give them advice and support.
 - Work with sectors and institutions where there are risks of radicalisation.
- 16.4 The [Office for Students](#) is the monitoring body for Prevent for HE providers. Additionally, the Office for Standards in Education, Children's Services and Skills (Ofsted) is the monitoring body for Prevent for Higher Degree Apprenticeship provision.
- 16.5 The University manages Prevent as part of its safeguarding activities. We are committed to maintaining a safe, inclusive and supportive environment where all members of the University community are encouraged to engage in debate and to pursue both academic and non-academic interests [Freedom of speech and academic freedom](#) are central to the University mission to enable students and staff to collaborate. We are also committed to the values of inclusivity, ambition, openness, fairness and respect, as expressed within our Staff and Student Codes of Conduct. In line with this, we will not tolerate abuse, threats, incitement to violence, hatred, discrimination or other unlawful acts in exercising these rights.
- 16.6 The Safeguarding and Prevent Committee will maintain a risk assessment to identify any potential risks associated with students or staff being drawn into

terrorism and an action plan to demonstrate how identified risks are to be mitigated in line with regulatory obligations.

- 16.7 It is anticipated that in most instances the University will provide support, pastoral advice and be safeguarding in nature. However, where the University considers that although not fully involved with radical or terrorist activity, a member of the University is significantly involved in peripheral activity, the Academic Registrar or Director of Human Resources shall notify the Prevent Regional Coordinator for the East Midlands.
- 16.8 The ultimate responsibility for oversight of the University's Prevent strategy, action and duties rests with the Academic Registrar as Lead Prevent Officer or in their absence the Director of HR.
- 16.9 The University will continue to provide appropriately resourced spiritual and Chaplaincy support for students. This support will include multi-faith chaplaincy provision and prayer/ quiet reflection space and use of such space will be permitted in so far as it does not override the requirements of this policy (please see the Multi-Faith Chaplaincy Use Policy). The University will continue to liaise with local faith groups and other community groups to ensure on-going cooperation with the local community.
- 16.10 The University's statutory duties will be referenced and form part of our Acceptable IT Use policy.
- 16.11 The University will maintain an External Speaker and Events Policy which will guide the University's actions and decisions in regard to topics including external speakers. This will be reviewed on a regular basis and will align with the Students' Union External Speaker Policy and will set out the joint approval process for speakers on campus. Use of University buildings or grounds will be considered in conjunction with this Policy to identify any risks before acceptance of such use.
- 16.12 The University of Northampton shares responsibility for its Prevent actions with other organisations such as the Police and Local Authorities.

17. Criminal convictions

- 17.1 The [Admission of Students with Criminal Convictions Policy](#) sets out the way in which the University manages applications from those with criminal convictions. It should be noted that changes to Data Protection legislation in 2018 led to a fundamental review and revision of this policy and the limitation of when this information is requested.

18.0 Information Sharing

- 18.1 Information will be shared in the case of a safeguarding issue or in circumstances where the University thinks the health and wellbeing of the student may be at risk. The rationale and parameters of this information sharing are set out in the Student Code of Conduct and General Student Regulations. Such information sharing complies with Data Protection legislation. It should be noted that information sharing related to those under the age of 18 may be managed differently, as per the [Students under the Age of Eighteen Policy](#).
- 18.2 In other circumstances, information sharing will be governed through processes involving consent.
- 18.3 Disclosure concerns must be shared with the LSO and/or the Data Protection Officer.
- 18.4 Relevant information will be shared with external agencies as required or appropriate and in accordance with data protection regulations.
- 18.5 Staff and students need to be aware that the University will report legitimate concerns or suspicions to appropriate agencies, always in accordance with relevant guidance and legislation (including Data Protection legislation). Staff and students should also be aware of their responsibility to advise designated safeguarding officers if they have cause to believe that a person covered by this policy is at risk, and to take action in line with current and relevant guidance as required.

19. Policy Governance

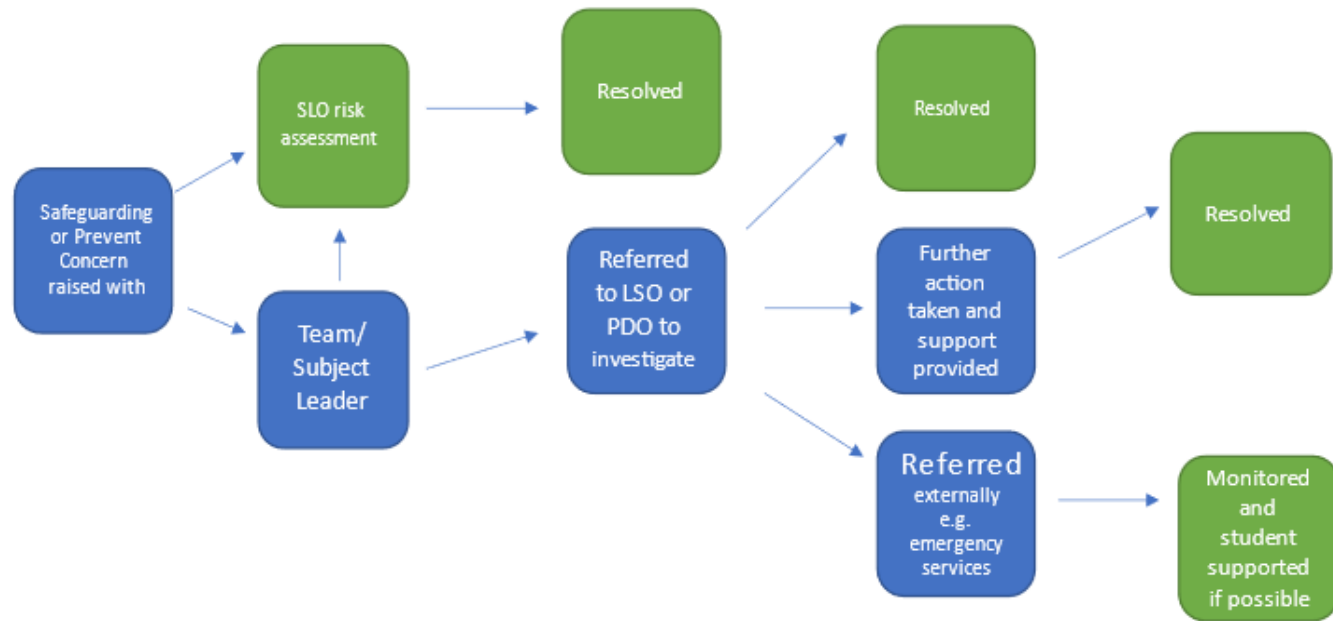
- 19.1 The table shows who is responsible in the University for keeping this policy updated and the timeline for ensuring this work is completed.

Policy Owner	Academic Registrar
Principal Contact	Academic Registrar
Date of initial committee approval	May 2016 UMT
Date of initial Senate approval	July 2016
Date of last annual update	July 2018
Proposed date of next annual update	March 2024
Date of last full review	May 2023
Proposed date of next full review	March 2026
Version number and date	5.0 March 2023

20. Summary of the Reporting Process

20.1 The diagram below shows the various stages of the University's Safeguarding and Prevent duty reporting process.

If you are concerned someone is at immediate risk of harm please contact the emergency services on 999 or Campus Services 01604 892777



Appendix A

Safeguarding and Prevent Leads are responsible for:

- Providing a point of contact for all safeguarding concerns and issues within the Faculty or Professional Services departments.
- Providing advice and guidance for staff within a Faculty or Professional Services department when they raise safeguarding concerns, agreeing an appropriate course of action and timescales with them.
- Ensuring all safeguarding concerns raised within the Faculty or Professional Services department are reported to escalated as appropriate.
- Working with the LSO/LPO to ensure a coordinated response is provided in relation to all individual safeguarding concerns.
- Maintaining an overview of urgent and non-urgent safeguarding reports from within the Faculty or Professional Services department identifying any themes or lessons learnt.
- Supporting the dissemination of the safeguarding policy, training and resources across the Faculty or Professional Services department.
- Providing ongoing support and supervision to staff who raise or are affected by a safeguarding concern.

Appendix B

Associated policies and procedures: (links to be inserted)

- a) Admissions
- b) Health, Wellbeing and Fitness to Study.
- c) Fitness to Practice.
- d) Children on Campus.
- e) Students under the age of 18
- f) Add Staff Handbook when link available (removed from website)
- g) University of Northampton International College Navitas Europe's Policy NPR M1a: Safeguarding Children and Vulnerable Adults)
- h) Students in Distress
- i) Need Help in a Crisis

Appendix C External Legislation

[The Children's Act 2004](#)

Places legislative requirements on local authorities and others to safeguarding and promote the welfare of children under 18 years olds.

[Working Together to Safeguarding Children 2018](#)

Statutory guidance produced by the government which outlines how practitioners working with children, young people and families should work together to ensure that children and young people remain safe from harm.

[The Care Act 2014](#)

Aims to ensure the wellbeing of people in need of care and support services (over 18 years of age). It also aims to bring about the personalisation of care services, putting the person at the centre of the process.

[The Human Rights Act 1998](#)

Sets out the fundamental rights and freedoms that everyone in the UK is entitled to. It incorporates the rights set out in the European Convention on Human Rights (ECHR) into domestic British law.

[Counter-Terrorism and Security Act 2015](#)

Contains a duty on specified authorities to have due regard to the need to prevent people from being drawn into terrorism. This is also known as the Prevent duty. This guidance was [revised](#) in in 2021.

[Keeping children safe in education 2023](#)

Sets out the legal duties you must follow to safeguard and promote the welfare of children and young people under the age of 18 in schools and colleges

[The Health and Safety at Work Act 1974](#)

Duties for employers to protect the 'health, safety and welfare' at work of all their employees, as well as others on their premises, including temps, casual workers, the self-employed, clients, visitors and the general public.

[The Sexual Offences \(+ Amendment\) Act 2003](#)

Legislation relating to sexual offences, including non-consensual offences, sexual assault, causing a person to engage in sexual activity without consent. It defines "consent" and "sexual" and covers child sex offences and offences involving an abuse of a position of trust towards a child.

The Safeguarding Vulnerable Groups Act 2006 as amended by the [Protection of Freedoms Act 2012](#)

aims to avoid harm, or risk of harm, by preventing people who are deemed unsuitable

to work with children and vulnerable adults from gaining access to them through their work.

[Disclosure & Barring Legislation](#)

The Disclosure and Barring Service (DBS) helps employers make safer recruitment decision each year by processing and issuing DBS checks and maintaining the Adults' and Children's Barred Lists.

[Mental Capacity Act 2005](#)

The Mental Capacity Act (MCA) 2005 applies to everyone involved in the care, treatment and support of people aged 16 and over living in England and Wales who are unable to make all or some decisions for themselves. The MCA is designed to protect and restore power to those vulnerable people who lack capacity.

[Data Protection Act \(2018\)](#)

Sets out the obligations around use of personal data by organisations.